



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

29

2. Council Meeting Date:
April 26, 2012

TO: MAYOR & COUNCIL

3. Date Prepared: April 11, 2012

THROUGH: CITY MANAGER

4. Requesting Department: Fire Department

5. SUBJECT: Use of the State contract for the purchase of a vehicle from Sands Chevrolet in an amount of \$18,445.28.

6. RECOMMENDATION: Recommend approval to use the State contract for the purchase of a vehicle from Sands Chevrolet in an amount of \$18,445.28.

7. HISTORICAL BACKGROUND/DISCUSSION: The requested vehicle has been recommended for replacement by the Fleet Advisory Committee. The committee reviews mileage, years of service, reliability, repair history and forecasted ability to meet service requirements.

The requested vehicle to be replaced is a compact pick-up truck for the Municipal Utilities Department.

8. EVALUATION PROCESS: Historically the City has used the State contract to purchase vehicles. At the direction of City Council, staff has issued bids for recent vehicle purchases and those bids have yielded savings over State contract. Staff recently issued a bid for several vehicles, including the requested vehicle. Several of the vehicles on the City's bid were rejected for reasons such as failure to meet specification and missed order cutoff date.

Staff is recommending purchase of the vehicles on state contract since pricing was recently updated through a bid.

9. FINANCIAL IMPLICATIONS: Funds for the purchase of the requested vehicle are available in the following account:


\$18,445.28 in 404.3880.6310.0000 (Vehicle Replacement Fund, Meter Services, Vehicle account)*;

*requires contingency transfer from 404.1290.5911.0000 Vehicle Replacement Fund, Non Departmental, Contingency.

10. PROPOSED MOTION: Move to approve use of the State contract for the purchase of vehicles from Sands Chevrolet in an amount of \$18,445.28 and authorize contingency transfer of \$18,446 from Vehicle Replacement Fund, Non Departmental, Contingency Account to Vehicle Replacement Fund, Meter Services, Vehicle Account.

APPROVALS


11. Requesting Department


James Johnson, Fleet Manager

12. Department Head


Jeff Clark, Fire Chief

13. Procurement Officer


Mike Mandt

14. City Manager


Rich Dlugas